



# Orange Coast District Special Event Application

Filing Fee  
**\$ 40.00**  
(Non-refundable)

**INSTRUCTIONS:** To apply for a Special Event Permit complete this form, read the Special Event Permit Terms and Conditions attached and submit with signatures, any supplemental documents with a credit card authorization form made available to the California State Parks to cover the required filing fee to the Special Event office. We no longer accept checks of any kind. Please include any additional forms, terms and conditions, and list of required fees will follow. Originals must be submitted. Faxed and scanned permits are not accepted.

APPLICANT/ORGANIZATION	CONTACT PERSON, TITLE		
ADDRESS	E-MAIL ADDRESS		
CITY/STATE/ZIP	PRIMARY PHONE	CELL PHONE	
LOCATION			
<input type="checkbox"/> Bolsa Chica State Beach <input type="checkbox"/> San Clemente State Beach – Lobiero Park <input type="checkbox"/> San Onofre State Beach – Church			
<input type="checkbox"/> Crystal Cove State Park <input type="checkbox"/> San Clemente State Beach – Historic Cottage <input type="checkbox"/> San Onofre State Beach – Lowers			
<input type="checkbox"/> Doheny State Beach <input type="checkbox"/> San Mateo Campground / Parcel One <input type="checkbox"/> San Onofre State Beach – Surf Beach			
<input type="checkbox"/> Huntington State Beach <input type="checkbox"/> San Onofre State Beach – Bluffs/Trails <input type="checkbox"/> San Onofre State Beach – Uppers			
SPECIFIC USE		DATES	
ARRIVAL/SET-UP TIME	EVENT DATE & TIME	CLEAN-UP/TEAR-DOWN TIME	

2. SPECIFIC PARK AREA/FACILITY TO BE USED (List all areas of the park that may be utilized for the event.):

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (The State may limit the maximum attendance at its discretion):

4. PARKING: ( Circle one )  
Guests pay at arrival : **YES**   NO   Pre-Pay for Guests : YES   NO   # of Vehicles Pre-Pay   N/A

5. PLEASE CHECK ALL THAT APPLY:

- ☐ Alcohol will be used or sold during the event
- ☐ Participant fees (beyond regular facility fees) will be charged for the event.
- ☐ Merchandise / Items will be sold at the event

SPECIAL EVENT OFFICE ONLY:

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## Orange Coast District

### SPECIAL EVENT APPLICATION QUESTIONNAIRE

**INSTRUCTIONS:** Complete the following questionnaire to the best of your ability. California State Parks reserves the right to require specific amenities and services to be provided by the Applicant regardless of the answers provided below.

Name of event as advertised: \_\_\_\_\_

Name of event manager: \_\_\_\_\_

Yes	No	
<input type="radio"/>	<input type="radio"/>	Is the event open to the public? <b>If yes, the applicant must attach a list of expected total attendance number per day</b>
<input type="radio"/>	<input type="radio"/>	Will the event be marketed, promoted, or advertised in any manner? <b>If yes, please provide method of advertisement, media coverage, and copies of flyers, posters, etc.</b>
<input type="radio"/>	<input type="radio"/>	Will the applicant be notifying local businesses or property owners of the event?
<input type="radio"/>	<input type="radio"/>	Are patron admission, entry or participant fees required to enter or participate in the event? <b>If yes, please provide the amount of each fee collected from spectators or participants:</b>
<input type="radio"/>	<input type="radio"/>	Are vendor fees or other fees required? <b>If yes, please list other fees:</b>
<input type="radio"/>	<input type="radio"/>	Will items or services be sold at the event? <b>If yes, please list items or services to be sold:</b>
<input type="radio"/>	<input type="radio"/>	Will alcohol be available on event premises?
<input type="radio"/>	<input type="radio"/>	<b>If yes, has an ABC Permit been obtained for the event?</b> <span style="float: right;">Circle One Yes No</span>
<input type="radio"/>	<input type="radio"/>	<b>If yes, will the alcohol be sold or be free to those participants or spectators over the age of 21 years?</b> <span style="float: right;">Circle One Sold Free</span>
<input type="radio"/>	<input type="radio"/>	Will the event include food concession and/or preparation areas? <b>If yes, please describe how the food will be prepared:</b> Circle all that apply: Pre-packaged Gas Charcoal Electric Other
<input type="radio"/>	<input type="radio"/>	Will there be amplified sound associated with the event?
<input type="radio"/>	<input type="radio"/>	Will there be live music, amplified or otherwise associated with the event?
<input type="radio"/>	<input type="radio"/>	<b>If yes, please provide the number of bands or performers expected:</b>
<input type="radio"/>	<input type="radio"/>	<b>If yes, the applicant must also provide/attach a list of bands and performers scheduled to play at the event:</b>
<input type="radio"/>	<input type="radio"/>	Does the event provide an established area for dancing to either live or recorded music?
<input type="radio"/>	<input type="radio"/>	Will the event include any type of games or athletic activities? <b>If yes, please describe all details:</b>
<input type="radio"/>	<input type="radio"/>	Will the event have any temporary structures including canopies, tents, fencing, etc. erected during the event? <b>If yes, please attach a detailed site map of your proposed event lay-out.</b> <b>If yes, please list all structures including sizes:</b>



Yes	No	
<input type="radio"/>	<input type="radio"/>	Will the event erect any platforms, stages, or scaffolding? <b>If yes, please list including sizes:</b>
<input type="radio"/>	<input type="radio"/>	Will inflatable(s), hot air balloons, or similar devices be used during the event? <b>(Note: State Parks approve on a case by case basis.)</b>
<input type="radio"/>	<input type="radio"/>	Does the event include the use of fireworks, rockets, lasers, or other forms of pyrotechnics? <b>If yes, please list type and amount:</b>
<input type="radio"/>	<input type="radio"/>	Will the event include any self-contained fires; including bonfires, BBQs, or open flame cooking? <b>If yes, please list type and amount:</b>
<input type="radio"/>	<input type="radio"/>	Will the event include any heating devices? <b>If yes, please list size and amount:</b>
<input type="radio"/>	<input type="radio"/>	Will the applicant hire a licensed and professional security company to develop and manage the security needs of the event? <b>(Note: State Parks maintains the right to require security for any event.)</b>
<input type="radio"/>	<input type="radio"/>	Will the applicant hire an emergency medical services provider to develop and manage the medical needs of the event? <b>(Note: State Parks maintains the right to require medical services for any event.)</b>
<input type="radio"/>	<input type="radio"/>	Will the event involve any type of aquatic activity? <b>If yes, applicant will be required to hire California State Park Lifeguard services.</b>
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact parking or normal visitor use in a manner not usually permitted?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any State Park owned roadways, walkways or accesses?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any private, municipal, or state streets or roadways adjacent to the park utilized for the event?
<input type="radio"/>	<input type="radio"/>	<b>If yes, it is the responsibility of the applicant to contact and secure permits from the affected agencies. A copy of each permit shall be attached to the final signed permit. **</b>
<input type="radio"/>	<input type="radio"/>	Will the event require traffic control or traffic safety equipment? <b>If yes, please provide traffic control plan including safety equipment.</b>
<input type="radio"/>	<input type="radio"/>	Will the event require special parking and/or shuttle plan? <b>If yes, please list special parking needs and/or provide shuttle plan.</b>
<input type="radio"/>	<input type="radio"/>	Will the event require signage or banners to be used? <b>If yes, please provide copy of signage/banner, specify size and demonstrate where signage will be placed on site map.</b>
<input type="radio"/>	<input type="radio"/>	Will the event provide additional restroom facilities for event spectators, participants, and vendors? <b>(Note: State Parks maintains the right to require additional services for any event.)</b>
<input type="radio"/>	<input type="radio"/>	Will the event provide additional dumpsters or refuse collections containers during the event? <b>(Note: State Parks maintains the right to require additional services for any event.)</b>
<input type="radio"/>	<input type="radio"/>	Will the event necessitate the need for additional disabled parking?
<input type="radio"/>	<input type="radio"/>	If all areas of the event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, access routes and the like?
<input type="radio"/>	<input type="radio"/>	Will the event require exclusive use of an area?

**\* PLEASE NOTE - Some of the items mentioned in this permit may not be allowed at all of the parks. Bolsa Chica State Beach and Huntington State Beach prohibited items are highlighted in RED \***

**\*\* List ALL outside agencies that will be involved in your permit process.**

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Please list guaranteed fees to be paid to the California State Parks. (Permit fee, facility-use fee, etc.)

Method of garbage collection and disposal:

List all organizations/third parties involved. (ex: sponsors, party rentals, caterers, promotional firms, etc.) Please attach copies of estimates and invoices.

Detailed description of event:

**GROUP CAMP ONLY: N/A**

# of vehicles parked at site: \_\_\_\_\_

Will you have a trailer in the site? YES NO

Will you need electricity? YES NO (If yes, additional fees may apply.)

Will you need water? YES NO (If yes, additional fees may apply.)

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate, without prior notice, any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE



**FOR RESERVATION OFFICE ONLY (USE BLUE INK)**

TOTAL PERMIT FEES	DATE RECEIVED	CHECK #	<input type="checkbox"/> Permit Copy Distributed to Staff <input type="checkbox"/> Placed on Master Calendar
REVIEWED AND RECOMMENDED BY MEGAN GIERHART			DATE
TITLE Special Event Permit Coordinator			PHONE (714) 377-9422
ADDRESS 17851 PACIFIC COAST HIGHWAY			CITY, STATE, ZIP CODE HUNTINGTON BEACH, CA, 92649
APPROVED BY			DATE
TITLE (Park Supervisor or Sector Superintendent)			PHONE (714) 377-9422
SITE MAP ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
NECESSARY PERMITS ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
KIOSK NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
SAMPLE OF PARKING PERMIT ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
RANGER/LAW ENFORCEMENT NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE ASSIGNED
LIFEGUARD STAFF NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
MAINTENANCE NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
CHEMICAL TOILET ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
DUMPSTER ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
TABLE AND CHAIR ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
FIREWOOD DELIVERY <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE ASSIGNED



# Orange Coast District Special Events

## CREDIT CARD AUTHORIZATION

Company Credit Card:      Yes      No  
(Circle One)

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Credit Card:  
(Circle One)



Name as it appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

I acknowledge and hereby authorize the use of the above credit card for payment of fees and costs as prescribed and explained by CA State Parks.

Amount Authorized: \$ \_\_\_\_\_

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your completion of this authorization form helps us protect you, our valued customer, from credit card fraud. California State Parks will keep all information entered on this form strictly confidential. For information concerning our credit card security policy and PCI compliance, please speak with your assigned events coordinator.

### South Sector

#### Lori Coble

South Sector Coordinator  
3030 Avenida del Presidente  
San Clemente, CA 92672  
(949) 366-8530  
FAX (949) 492-9437

### San Clemente

#### Historic Cottage

#### Noel Moton

Cottage Coordinator  
3030 Avenida del Presidente  
San Clemente, CA 92672  
(949) 366-8589  
FAX (949) 492-9437

### Doheny Picnic & Events

#### Denise Estrada

Picnic/Events Coordinator  
25300 Dana Point Harbor Dr.  
Dana Point, CA 92629  
(949) 496-3617  
FAX (949) 496-9469

### Central Sector / Crystal Cove Historic District

#### Lynn Fails

#### Rebekah Gillilan

Central Sector Coordinator  
8471 North Coast Highway  
Laguna Beach, CA 92651  
(949) 497-1582  
FAX (949) 497-5080

### North Sector

#### Megan Gierhart

Bolsa Chica / Huntington  
Events Coordinator  
21601 Pacific Coast Highway  
Huntington Beach, CA 92646  
(714) 377-9422

### CA State Parks Use Only

Permit #: \_\_\_\_\_ PCA# \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_